



## **NV Wing Supplement 2**

**CAPR 66-1**

**31 May 2011**

### **Aircraft Maintenance**

## **Civil Air Patrol Aircraft Maintenance Management**

CAPR 66-1 Change 5, dated 20 April 2011, is supplemented as follows:

#### **4. Responsibilities (add)**

- a. All NVWG Aircraft are assigned to Nevada Wing Headquarters as denoted on the S-1 Report. As such, the Nevada Wing Aircraft Maintenance Officer (NVWG/LGM) will maintain corporate aircraft logbooks (although he/she may delegate possession of the logbooks as appropriate). Units housing a corporate aircraft will appoint a Unit LGM in eServices and copy the NVWG/LGM on the appointment.
- b. All maintenance for corporate aircraft must be approved, in advance, by the NVWG/LGM. Mid-cycle oil changes and 100 hour / annual maintenance to be performed at a contract maintenance facility is considered to be pre-approved by NVWG/LGM when the work to be performed is within contract limits (including the allowed amount for "additional" work).
- c. The Wing Commander or his/her designated Wing Staff member will issue, as necessary, a Nevada Wing Operating Instruction establishing the hourly flying rate charges for corporate aircraft.
- d. A Corporate Standardized Aircraft Information File (AIF) will be kept in each corporate aircraft at all times. If the AIF has been removed from the aircraft, the aircraft is considered to be not airworthy.
- e. It is responsibility of the pilot in command (PIC) to:
  - i. as part of pre-flight;
    1. review the maintenance summary provided on the front cover of the AIF as compared to the current aircraft tach time; (i.e. ensure that the tach time accumulated from the upcoming flight of the aircraft will result in the aircraft continuing to be within the limits specified by the cover page of the AIF).
    2. review the WMIRS aircraft discrepancy records and any yellow/red cards in the aircraft;
    3. review section 3 of the AIF (VOR test record – required within 30 days for IFR flight);
    4. for aircraft equipped with Advanced Avionics, review the currency of the aviation database (for IFR flight).

- ii. complete all forms in the Aircraft Information File as applicable.
  - iii. report any new squawks to the Unit LGM, who will enter them in the WMIRS system, or the PIC will be responsible for ensuring the completion of aircraft discrepancy entries when closing the flight release in WMIRS or in the IMU during sortie debrief;
  - iv. placard the aircraft with a yellow card or red card after consultation with the Unit LGM or NVWG/LGM about a discrepancy or, if neither of the individuals are available, placard the aircraft with a red card.
- f. The Unit LGM will be responsible for:
- i. Ensuring his/her assigned aircraft complies with CAPR 66-1 Section 6, Section 9, Section 11, Section 15, Attachment 3
  - ii. Ensuring that pilots using his/her aircraft comply with CAPR 66-1 Sections 7d, 7e, 7f, Attachment 1, assisting as necessary.
  - iii. Preparing CAPF 71 monthly between the first and fifth day of the month, forwarding it to NVWG/LGM by fax or e-mail so that it is received by the fifth day of the month (CAPR 66-1 7f).
  - iv. Forwarding copies of Aircraft Log Sheets from the AIF for the previous calendar month to NVWG/LGM between the first and fifth of the following month.
  - v. Arranging support of scheduled and non-scheduled maintenance with the Unit DO and Contract maintenance facility as approved in advance by NVWG/LGM.
  - vi. Keeping the aircraft storage facility ship-shape and in compliance with local fire codes.
  - vii. Ensuring that their assigned aircraft are clean inside and outside. Enlist the help of aircrews and cadets as necessary.
  - viii. Being fully knowledgeable of the use of the Aircraft Maintenance Module in WMIRS and using that knowledge to comply with CAPR 66-1 where applicable.
  - ix. Preparing the calendar monthly reconciliation of Aircraft Log Sheet entries with sorties in WMIRS, including verifying fuel receipts by the fifth day of the following month.
  - x. Keeping the AIF for their assigned aircraft up to date with changes and blank forms.
  - xi. Assisting the NVWG/LGM as needed to comply with the rest of CAPR 66-1.

- g. Aircraft must not be flown with open squawks which render the aircraft not airworthy according to the Federal Air Regulations (whether by direct or indirect reference - Pilots Operating Handbook, Aircraft Type Certificate, Airworthiness Directives, Supplemental Type Certificates, manufacturer Service Bulletins, etc). Pilots are cautioned that almost any open squawk will require grounding of the aircraft until an authorized mechanic reviews the squawk and signs the discrepancy log in WMIRS.
- h. All checks for payment of flights should be made payable to the unit in charge of the aircraft and include the aircraft tail number, date of flight and flight release number in the memo section. The check, together with a NV-173.1, should be left in the place designated by the unit. All payments are due the date of the flight. Failure to make payment may result in loss of flight privileges.
- i. The Nevada Wing credit card should be used for all purchases of fuel and oil in corporate aircraft. The PIC's name and CAPID should be legibly printed on the receipt.
- j. For C8, C9 and B9 flights the PIC should denote the purpose and authorizer of the flight in the flight log of the Aircraft Information File.
- k. The Unit LGM or designee will keep WMIRS up-to-date with accurate records of aircraft usage and discrepancies. The Monthly Usage Report is to be entered into WMIRS no later than the 5th of the month, and balanced to the AC Utilization Report.
- l. All flight releases will be entered electronically in WMIRS or IMU. If manual releases are used, they must still be entered retroactively electronically prior to the 5<sup>th</sup> day of the following month so that the Unit LGM can report and reconcile hours.
- m. When refueling corporate aircraft, C-182's should be fueled to the tabs only while C-206's should be topped off. PIC's may top off C-182's prior to a flight if they deem the extra fuel necessary, provided that the additional weight and moment for the fuel (when combined with all other aircraft loading) does not exceed the weight and balance envelope for that specific aircraft and given the density altitude conditions applicable to the flight.
- n. PICs and Unit LGMs are directed to follow the Memorandum issued by NVWG/LGM on "Oil for CAP Aircraft" dated 21 March 2011.
- o. Recap tires are the only tires to be used on Nevada Wing CAP Aircraft. Either 6 or 8 ply may be used on C-182 aircraft, 8 ply must be used on C-206 aircraft.

9. Required Equipment (add)

- f. The Wing-supplied survival kit will be carried for all flights except for glider towing in the immediate vicinity of an airport.